

JOB DESCRIPTION
MURFREESBORO WATER AND SEWER DEPARTMENT
DEVELOPMENT COORDINATOR

1. JOB TITLE: DEVELOPMENT COORDINATOR

2. DEFINITION: This is a technically skilled position performing administrative work in coordinating development of service to new customers. The employee will be directly responsible to the Engineer. All employees are responsible to the Director and to the City Manager. This position is classified as Non-Exempt for the purpose of the Fair Labor Standards Act, as having no significant occupational exposure to bloodborne pathogens, and as Safety Sensitive; the employee is subject to pre-employment, reasonable suspicion, post-accident, random, promotion and transfer, return to duty and follow-up drug and alcohol testing.

3. EQUIPMENT / JOB LOCATION:

- a. This position requires the various communication devices, vehicles, personal computers, and other standard office equipment and accessories customarily used in an office environment.
- b. The job is sited at the Administrative Offices of the Department. All City facilities and vehicles are smoke-free.

4. ESSENTIAL FUNCTIONS OF THE JOB:

- a. Reviews plats for correct layout of water and sewer easements prior to execution of the plats by the Department.
- b. Oversees development projects to ensure compliance with Departmental policies.
- c. Assists in making policy revisions as needed.
- d. Creates and maintains project files.
- e. Reviews water and sewer construction designs to ensure compliance with Department and State standard specifications and design criteria.
- f. Reviews commercial site plans and building plans to ensure compliance with City plumbing codes.
- g. Consults with staff regarding existing and proposed distribution and collection systems.
- h. Calculates required surety amounts for the construction of water and sewer services.
- i. Reviews applications, designs and specifications submitted by commercial and industrial users and determines connection fees for water and sewer services.
- j. Determines fees and charges due from developers and submits invoices.
- k. Assists customers with questions regarding water and sewer service and code requirements.
- l. Provides applications for industrial discharge to prospective users and renewing industries.
- m. Coordinates service plans with other City departments.
- n. Safely operates a motor vehicle for the purpose of visiting development sites.

- o. Prepares letters and reports.
- p. Utilizes and makes entries in Department database.

5. ADDITIONAL EXAMPLES OF WORK TO BE PERFORMED:

- a. Performs other duties and special projects as assigned.

6. REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- a. Must be at least 21 years of age.
- b. A diploma from an accredited high school or equivalent GED is required; a four year degree in engineering sciences from accredited college or university is preferred.
- c. At least three years experience in public utility infrastructure is preferred.
- d. Must have legal authorization to work in the United States.
- e. Must have a driver's license valid in the State of Tennessee.
- f. Must be able to comprehend both oral and written instructions and to communicate in English, both orally and in writing.
- g. Ability to perform mathematical calculations with fractions, decimals, and percentages.
- h. Ability to report for work on time and perform the duties of the job for a complete work day.
- i. Ability to occasionally work beyond normal hours at night and on weekends.
- j. Ability to establish and maintain effective working relationships with supervisors, co-workers and the public.
- k. Ability to exercise independent judgment within the limits of the position.
- l. Ability to concentrate and accomplish tasks despite interruptions.
- m. Ability to perform a variety of tasks simultaneously or in rapid succession.
- n. Ability to operate personal computers, radio and telephone communications equipment and other standard office devices.
- o. Ability to interpret Departmental policy and to make financial decisions.
- p. Must have knowledge of or ability to learn plumbing and construction codes and standards.

Non-Exempt
Safety Sensitive
December 19, 2000